

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-096/ANG 2008-24

OPENING DATE: 28 March 2008

CLOSING DATE: 28 April 2008

ANTICIPATED FILL DATE: 8 Jun 08

POSITION TITLE AND NUMBER

Mail Clerk
PDCN 90028E00, MD # 1224-611L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J6
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.82%)

GS-0305-05 \$30,682.00 - \$39,881.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: : The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and residents of North Carolina who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required six months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect six months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to sort mail by name and/or department into appropriate assigned boxes using reference materials with other staff assistance.
2. Ability to operate mailing and general office equipment (e.g., folder, inserter, postage meter, scales, printers and/or calculators)
3. Knowledge of and the ability to operate MS office word processors and other MS applicable software.
4. Knowledge of grammar, spelling and punctuation.
5. Ability to follow directions and complete duties assigned or implied without constant supervision.
6. Ability to speak effectively and clearly to interact with people for providing customer service.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the unit is mandatory. (Enl: MOS 42A)

PRINCIPLE DUTIES AND RESPONSIBILITIES: Serves as a mail distribution handler for incoming and outgoing distribution servicing in excess of 150 distinct units throughout the state. Operates electronic postal processing equipment for outgoing first class, priority, certified, registered, bulk or postcard mail with federal indicia on a daily basis. Ships packages by other commercial vendors as required to support mail missions. Electronically captures accounting data for management reports on numerous accounts via data inputs per parcel mailed or shipped. Maintains database of all addressees necessary for day-to-day operations for bar coding of all outgoing mail. Spot checks all outgoing mail to insure authority, proper postage based on contents and weight, etc. Employs various postal and common carrier software applications for bar coding of parcels, processing parcels, manifesting, tracking parcels and expenditure/weight/number accounting. Maintains business mail licenses (Business Reply and Discount) with United States Postal Service (USPS). Uploads postage-by-phone as needed quarterly by electronic data transfer. Maintains record of daily transactions using the appropriate Postal Service form in accordance with USPS requirements. Insures all mail pieces entering the USPS are in compliance with mail design standards as outlined by the USPS. Maintains required postal files in accordance with appropriate records management requirements. Processes and insures proper packaging of all outgoing classified mail. Receives, sorts, and routes incoming mail to distribution points by organizational designation, name, subject, distribution formula, etc. Responsible for following security procedures to safeguard mail in accordance with current policies, procedures, and directives. Logs in all deliveries as accountable mail, notifies addressee and insures signature upon pickup. Reads mail that is undesignated and determines proper routing by subject matter content. Receives, secures and maintains logs and controls for sensitive mail (e.g. registered, express mail, certified, overnight mail, etc.) and notifies intended recipient. Receives, sorts, and routes incoming distribution to addressees by organizational designation, name, subject, and distribution formula. Reads distribution that is undesignated and determines proper routing by subject. Receives, registers, controls and safeguards incoming and outgoing classified mail up to and including Secret. Checks and certifies as to the presence of all material; contacts originator if discrepancies are found. Maintains logs and locates and accounts for material at any given time. Assigns control numbers, prepares control records and receipt forms, determines proper routing, delivers personally or through authorized personnel, and obtains receipt for material. Checks outgoing classified and unclassified mail to assure that all papers are properly marked and that addressing and packaging conform to security and postal regulations. Assigns control numbers as required and records all necessary information on outgoing classified mail. Maintains suspense file and initiates tracers and determines proper routing by subject matter content. Receives and reviews quarterly postage reports for remote site locations, reassembles into a consolidated report and forwards to the National Guard Bureau (NGB) semiannually. Assists in the preparation of applications for licenses, permits and reports relative to the operations of the mailroom. Prepares and coordinates a roster of alternate mail clerks and trains them in required operations. Maintains reference library of pertinent regulations and publications of USPS and applicable Department of Defense (DoD) agencies. Maintains appropriate stock level of materials, supplies and furnishings to operate the mailroom and associated equipment. The incumbent will perform as the alternative switchboard operator, handling all incoming calls to the NC National Guard's main switchboard. Incumbent will operate a telephone system or switchboard to answer, screen and forward telephone calls, taking messages and providing information as required. Incumbent may be required to perform clerical duties. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1